



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-5010

IN REPLY REFER TO:

5720
DON-USMC-2019-006206
1 May 19

EMAILED TO: foia@foia.com

FOIA GROUP
MS. ROSE SANTOS
PO BOX 368
DEPEW NY 14043

SUBJECT: DON-USMC-2019-006206

Dear Ms. Santos:

This letter responds to your Freedom of Information Act request dated April 25, 2019, requesting "a copy of the following: (1) contract title page (1st page only) of Task Order GS00Q14OADS437 and (2) the CURRENT Statement of Work/Performance Work Statement (SOW/PWS)."

The requested documents are enclosed.

As of May, 2019, one half hour of review (currently billed at \$48 per hour) has been expended during the processing of your request. Please remit a check or money order, payable to the Treasurer of the United States in the amount of \$24.00 to: COMMANDER, ATTN LAW, MARCORSYSCOM, 2200 LESTER STREET, SUITE 120, QUANTICO VA 22134-5010.

If at any time you are not satisfied that a diligent effort was made to process your request, you may file an administrative appeal with the Assistant to the General Counsel (FOIA) at:

Department of the Navy
Office of the General Counsel
ATTN: FOIA Appeals Office
1000 Navy Pentagon Room 4E635
Washington DC 20350-1000

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or bobbie.cave@usmc.mil.

Sincerely,

Bobbie Cave
for Lisa L. Baker
Counsel

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 50	
1 CONTRACT/PURCH ORDER/ AGREEMENT NO GS00Q14OADS437			2 DELIVERY ORDER/CALL NO M6785419F0010		3 DATE OF ORDER/CALL (YYYYMMDD) 2018 Dec 20		4 REQ / PURCH REQUEST NO M 0545019RC 95526		5 PRIORITY		
6 ISSUED BY CODE M67854 COMMANDER, MARINE CORPS SYSTEMS COMMAND ATTN: CINDY MCCOMMONS 2200 LESTER STREET QUANTICO VA 22134-6050				7 ADMINISTERED BY (if other than 6) CODE SEE ITEM 6				8 DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9 CONTRACTOR CODE 7T988 SURVICE ENGINEERING COMPANY, LLC, THE NAME Not in Scope AND 4695 MILLENNIUM DR ADDRESS BELCAMP MD 21017-1505				FACILITY		10 DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE 12 DISCOUNT TERMS Net 30 days		11 MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
13 MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15											
14 SHIP TO CODE M67854 COMMANDER MARINE CORPS SYSTEMS COMMAND (RONALD DINGLE 2200 LESTER STREET QUANTICO VA 22134-6050				15 PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER DFAS - CO/SOUTH ENTITLEMENT OPERATIONS (8558) PO BOX 182317 COLUMBUS OH 43218-2317				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16 TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract							
PURCHASE		<input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein REF:							
ACCEPTANCE THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1											
17 ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18 ITEM NO		19 SCHEDULE OF SUPPLIES/ SERVICES			20 QUANTITY ORDERED/ ACCEPTED*		21 UNIT	22 UNIT PRICE		23 AMOUNT	
		SEE SCHEDULE									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA TEL: 703-432-5070 EMAIL: ava.epps@usmc.mil BY: AVA K. EPPS			25 TOTAL 26 DIFFERENCES		\$83,982.09	
27a QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c DATE (YYYYMMDD)		d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28 SHIP NO		29 DO VOUCHER NO		30 INITIALS		
f TELEPHONE NUMBER		g E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32 PAID BY		33 AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34 CHECK NUMBER		
a DATE (YYYYMMDD)		b SIGNATURE AND TITLE OF CERTIFYING OFFICER							35 BILL OF LADING NO		
37 RECEIVED AT		38 RECEIVED BY		39 DATE RECEIVED (YYYYMMDD)		40 TOTAL CONTAINERS		41 S/R ACCOUNT NO		42 S/R VOUCHER NO	

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

Section C - Descriptions and Specifications



PERFORMANCE WORK STATEMENT

**General Service's Administration
ONE ACQUISITION SOLUTION FOR INTEGRATED SERVICES
(OASIS)**

**RESEARCH, DEVELOPMENT, TEST AND EVALUATION
ENGINEERING SERVICES**

November 2018

**Program Executive Office – Land Systems
Program Management Office – Medium and Heavy Tactical Vehicles**

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1 INTRODUCTION

1.1 Executive Overview & Objectives.

This is a non-personal services contract to provide the Program Management Office (PMO) - Medium and Heavy Tactical Vehicles (MHTV) and Program Executive Office – Land Systems (PEO LS) with evaluation of emerging vehicle technologies; testing of candidate commercial and tactical vehicle systems; research and development (R&D) services; engineering services; validation and verification services; and, sustainment services for PMO MHTV and PEO LS material solutions.

1.2 Program Office Background.

This effort, since 2008, has included professional systems engineering support services that provide survivability, lethality, and vulnerability analysis, effectiveness, suitability, developmental, and live fire testing, operational test and evaluation services, and systems integration. These services supported the PMO MHTV and the PEO LS portfolio of programs.

Systems engineering support services included engineering analysis (including physics finite element analysis); survivability, lethality, and vulnerability assessments; development and operational test planning, testing, test support, and test mitigation plans; engineering feasibility studies; component design and integration; Engineering Change Proposal (ECP) development, reverse engineering, creation of production-ready drawings; configuration management; and subject matter expertise in survivability, lethality, and vulnerability testing for the following PMO MHTV and PEO LS portfolio:

- a. Cougar Mine Resistant Ambush Protected (MRAP) Family of Vehicles
- b. MRAP All-Terrain Vehicle (M-ATV)
- c. Buffalo MRAP
- d. Medium Tactical Vehicle Replacement (MTVR) Family of Vehicles
- e. Logistics Vehicle System Replacement (LVSR) Family of Vehicles
- f. Aircraft Rescue Fire Fighting (ARFF) Family of Vehicles
- g. Family of Tactical Trailers (FTT), and
- h. Motor Transport Modifications (MTM)
- i. M1076 Palletized Load System Trailer (PLS)
- j. M870-870A2 Heavy Equipment Trailer
- k. MK970 Tactical Refueler
- l. Medium Tactical Vehicle Replacement (MTVR) Trailer
- m. Flat Rack Refueler Capability (FRC)
- n. Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR)
- o. Electronic Warfare
- p. Future PEO LS managed vehicles

2 APPLICABLE DOCUMENTS

DoDD 5220.22-M	National Industrial Security Program; 18 May 16
DoD Form 254	Contract Security Classification Specification; 1 Apr 18
DoDI 5000.2	Operation of the Defense Acquisition System; 10 Aug 17
FAR 52.204-2	Security Requirements; Aug 1996
FAR 52.204-21	Basic Safeguarding of Covered Contractor Information Systems; Jun 16
MCSC 5400.	Naval SYSCOM Systems Engineering Policy; 11 May 09
MIL-STD-31000A	Technical Data Packages; 12 Dec 17

Title 18 U.S.C. §2071
Y14.100 2017

Crimes and Criminal Procedure
American Society of Mechanical Engineers, "Engineering Standards"

3 TECHNICAL REQUIREMENTS

3.1 Basic Requirements

The contractor shall provide professional systems engineering support services that provide survivability, lethality, vulnerability, and safety analysis, effectiveness, suitability, developmental, and live fire testing, operational test and evaluation, and systems integration and configuration management services in direct support of PMO MHTV and PEO LS. The contractor shall provide non-personal, technical services as an independent contractor and not as an agent or employee of the U.S. Government, primarily from the contractor's facilities, but also at various test ranges and other locations as directed. Primary areas of technical support services include: assistance in the timely planning; scheduling; testing; evaluation; analysis; safety analysis; component development, testing, and integration; configuration management; preparation and generation of reports and documents; data acquisition; data validation; data reduction; and data management.

3.2 Technical Requirements

The contractor shall prepare and update technical documentation as outlined in Chapter Four (4) of the Defense Acquisition Guidebook or local procedures, including, but not limited to, the Systems Engineering Plan (SEP), Test and Evaluation Master Plan (TEMP), System Specifications, Interface Control Documents (ICDs), Safety Assessment Reports (SARs), Requirements Traceability and Management Tool (RTMs), Functional Decompositions, and documents associated with PMO MHTV technical initiatives and ECPs. The contractor shall interface with the PMO MHTV Product Managers (PdM) Assistant Program Manager functional leads, platform teams and lead engineers to coordinate engineering inputs, support technical document development, and assessment of technical requirements. The contractor shall review vendor technical data in accordance with American Society of Mechanical Engineers Y14.100 Standards as well as MIL-STD-31000 and provide technical assessments of vendor and Government test data. The contractor shall also ensure that all efforts comply with the PEO LS Systems Engineering (SE) processes as defined by Marine Corps Systems Command Order 5400.5. (CDRL A002)

The contractor shall provide, within the Contractor's Monthly Status Report, a status of all technical engineering documents created, updated, or reviewed. (CDRL A001)

3.2.1 Engineer Design and Analysis

The contractor shall provide engineering analysis in support of the PMO MHTV and PEO LS portfolios of vehicles and associated platforms (e.g., trailers, flatracks, refuelers) to include: survivability, lethality, and vulnerability analysis; physics finite element analysis; automotive design; systems integration, vehicle performance predictions; Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) systems integration and cybersecurity; requirements analysis; solid modeling, test planning and execution; and reporting. The contractor shall support PMO MHTV and PEO LS in conducting SE analyses and attending hardware design reviews for system-level and subsystem-level designs. The contractor shall observe the integration of hardware onto the platforms and the execution of tests; and review test plans and reports. The contractor shall formulate recommendations related to issues arising during integration of ECPs to PMO MHTV and PEO LS engineers, other services and agencies, and other Government Contractors.

The contractor shall review and comment on the technical engineering and specification documentation, when provided by the Government, such as: ICDs, Computer-Aided Drafting (CAD) drawings, performance specifications, SEPs, TEMPs, and SARs; and provide the findings to the Government. (CDRL A002)

3.2.2 Force Protection and Survivability Engineering

The contractor shall provide survivability, lethality, vulnerability, and force protection engineering support in the areas of armor development, vulnerability reduction design, and Live Fire Test and Evaluation for ground combat vehicles. The contractor shall analyze high hard armor steel and vulnerability reduction technology and capability, and provide system survivability, lethality, and vulnerability analysis and

recommendations. The contractor shall perform survivability, lethality, and vulnerability assessments and analysis as part of engineering reviews. The contractor shall track and summarize theater event data and historical data related to survivability of vehicles and crew. The contractor shall conduct survivability, lethality, and vulnerability risk assessments, as well as develop and implement risk mitigation programs, when the Government directs, based on Government test events or results of systems engineering analyses. (CDRL A002)

3.2.3 Technical Drawings and Solid Modeling

The contractor shall support capability insertions, Science and Technology (S&T) initiatives and system integration. The Contractor shall possess capability to design, integrate, analyze, open, view, and manipulate models in the virtual environment utilizing the latest versions of CREO Design Software, Solidworks, and AutoCAD that are compatible with PMO MHTV and PEO LS models, and technical data. The contractor shall support systems development by interfacing with the CMPRO Configuration Management Tool, and performing integration tasks using the above engineering software. The contractor shall provide three dimensional CAD modeling capability to help solve technical engineering issues and emerging requirements; and assist the Government engineers in review and manipulation of CAD models (CREO, SolidWorks), when the Government directs, based on Government identified vehicle upgrades and ECPs. (CDRL A002)

3.2.4 Development and Operational Testing

The contractor shall support all tasks required for performance of Developmental Testing (DT), Operational Testing (OT) and ECP integration testing. The contractor shall attend technical reviews; support the preparation of milestone reviews; and may be required to develop, modify, and deliver a TEMP. The contractor shall develop, update, maintain, and deliver a system level T&E SEP. As new components are developed or procured for integration into the PMO MHTV portfolio of vehicles, the contractor shall support Developmental Test and Evaluation (DT&E), Operational Test and Evaluation (OT&E), and Live Fire Test and Evaluation (LFT&E) activities. (CDRL A002)

3.2.4.1 Development Test and Evaluation

The contractor shall design and execute DT test events. The contractor shall also validate system functionality, assess system specification compliance, assess compatibility with legacy systems, document technical performance, verify incremental improvements and system corrective actions, provide DT&E data to validate parameters in model and simulations, and assess the maturity of chosen integrated technologies. (CDRL A002)

3.2.4.2 Operational and Live Fire Test and Evaluation

The contractor shall participate in all OT and LFT&E activities. Activities include development of test strategies and test plans; development of integration strategies and test planning; evaluating performance and field testing results to assess operational effectiveness, operational suitability, survivability, lethality, and vulnerability; and preparing test reports. (CDRL A002)

3.2.4.3 Data Repository, Meetings, and Presentations

The contractor shall develop and maintain vehicle platform evaluation data repository which is able to transfer to Government information systems. The contractor shall support PMO MHTV in the preparation and conduct of the Government led DT&E and OT&E Readiness Reviews, technical meetings, and planning conferences. The contractor shall develop a T&E RTM, metrics and information briefs in support of T&E progress and decisions. (CDRL A002)

3.2.5 Configuration Management

The Contractor shall generate, maintain, and develop PMO MHTV Configuration Management Plan (CMP). The CMP shall be in accordance with MIL-HDBK 61A and overarching guidance from the government. The Contractor shall have the capability to analyze CM processes; conduct in-depth analysis, and able to develop measurements to monitor key phases of the CM process. The Contractor shall be able to enter ECPs into applicable Government databases, (e.g.CMPRO or Windchill) to facilitate Government

review of ECPs; follow the principles of MIL-HBK-61A and the MHTV CM Plan for all MHTV CM related requirements. (CDRL A002)

3.2.6 Environmental, Safety, and Occupational Health (ESOH)

The Contractor shall interface with engineers and technical professionals to provide technical writing expertise and assist the Government in creating, documenting, editing, formatting, publishing, and archiving program management information (e.g., Human Systems Integration Program Plan; Human Engineering Program Plan; Safety Databases; ESOH Program Plan; and Programmatic ESOH Evaluations, Safety Assessment Reports, Safety Releases, Safety of Use Message (SOUM), Deadline Safety of Use Message (DSOUM)). The Contractor shall assist in ensuring the safety of equipment by managing safety documentation, to include Top Level Mishap (TLM) database and Safety Hazard data. The Contractor shall develop draft SOUM and Safety of Use Agreement (SOUA) documents and maintain a database of all safety related documents. (CDRL A002)

3.2.7 Production Quality and Manufacturing

The contractor shall provide Production Quality and Manufacturing Engineering support in the areas of vehicle IROAN, Production Quality Deficiency Reports (PQDRs), Quality Management System, Manufacturing Processes (e.g. Machining, Welding, Painting), and Vehicle Assembly. Engineering support shall consist of reviewing technical data packages, conduct of Physical Configuration Audits (PCAs), 339 processing, ECP implementation, manufacturing facility assessments, component producibility evaluations, assisting in Final Inspections Reports, and providing guidance to manufacturing engineers. The contractor shall also support development of Manufacturing Plans and Quality Assurance Surveillance Plans (QASPs).

3.2.8 Technical Data and Documentation, Reports, and Briefing Support

The Contractor shall assist in the development of, and shall provide inputs to, draft and final technical data and documentation, reports and briefings. The Contractor shall also organize and develop draft briefing charts and slides in either electronic or hard copy as required. (CDRLs A002 & A004)

3.3 Standardized Labor Categories

The standardized labor categories in Section J.1, Attachment (1) of the One Acquisition Solution for Integrated services (OASIS) Small Business (SB) Pool 4 contract (Contract #: GS00Q14OADS437) apply to this task order. The contractor shall propose labor for this task order using labor categories from Section J.1, Attachment (1) of master contract GS00Q14OADS437.

4 ADMINISTRATIVE REQUIREMENTS:

4.1 Meetings

The contractor shall participate in, and as required host, formal and informal meetings. Meeting methods include on-site meetings, teleconference, video-conference, On-Line meeting, or coordination by telephone, in writing or by e-mail. As requested, the contractor shall prepare minutes and presentation materials for meetings in accordance with (CDRLs A003 & A004).

4.2 Monthly Status Report

The contractor shall deliver a Monthly Status Report (MSR). Contractor format is acceptable. This report shall: 1) summarize accomplishments of the previous month, including scheduled, completed, and outstanding tasks; and, 2) discuss major issues and concerns. The report will close out the last day of the contractor's monthly accounting period and be submitted no later than five (5) calendar days after close of contractor's monthly accounting period. (CDRLs A001 & A005)

4.2.1 Monthly Expenditure Report

The contractor shall deliver a Monthly Expenditure Report (MER) as an addendum to the Monthly Status Report. The MER shall include monthly obligations, expenditures, and funds remaining. The MER shall be provided in a format approved by the PM MHTV or PEO LS government point of contact. (CDRL A001)

4.3 Non-Disclosure Agreements

The contractor is responsible for obtaining executed Non-Disclosure Agreements (NDAs) from personnel supporting the PMO MHTV and PEO LS under this task order to protect all proprietary data, limited rights technical data, restricted rights computer software, competition sensitive information, source selection information, bid and proposal information or any other restricted (e.g. non-foreign disclosure due to public law) data (collectively “Sensitive Information”) that will be used or accessed during the execution of this task order.

4.4 Sensitive Information

The contractor agrees to indoctrinate and train its personnel who have access to Sensitive Information regarding the circumstances under which the contractor can have possession of, or access to such information. Contractor personnel shall not engage in any other action, venture or employment wherein Sensitive Information will be used for the profit of any party other than those furnishing the information. The Nondisclosure Agreement for contractor employees shall be signed by all contractor personnel performing under the task order and forwarded to the COR for retention prior to work commencing. The contractor shall restrict access to Sensitive Information or proprietary information to the minimum number of employees necessary for task order performance.

4.5 Government Furnished Information

The Government will provide the contractor access to data and information required in the performance of this contract. This will include applicable Marine Corps Orders, DoD Orders, Base Orders, and local Base Commander’s policies and regulations. Access to Technical Manuals (TMs), Technical Instructions (TIs), Maintenance Instructions (MIs), and other related documents providing guidance and direction on the policies and procedures for life cycle support of the PM MHTV and PEO LS RDT&E effort. The Contractor shall safeguard information and records from being compromised, altered, destroyed, mutilated, damaged, or lost. Title 18 United States Code (U.S.C.) §2071 defines possible penalties for destruction of Government records.

4.6 Management of Government Furnished Property and Information

The Contractor shall provide accurate accounting, tracking, movement, storage, and reporting of Government Furnished Property (GFP) and Government Furnished Information (GFI) utilizing Defense Property Accountable System (DPAS), the Government Accountable Property System of Record (APSR). The Contractor shall assist the PM MHTV Accountable Property Officer (APO) with the acquisition, distribution, storage, and property management of GFP, Equipment, and Material. The Contractor shall assist the APO with the acquisition, distribution, storage, and proper disposal of Government equipment and supplies, including maintaining and updating GFP and GFI inventory records. The Contractor shall assist the government with the coordination of maintenance and repair of Government Property. The Contractor shall structure, organize, and maintain official Government Property Management files in the PM MHTV data repository system(s) and APSR.

4.7 Contractor Identification

All contract personnel attending meetings, answering Government telephones and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

4.8 Secret Facility

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance and a Secret Document Safeguarding Level prior to classified performance at the contractor’s facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment. The contractor shall notify the Government (written notice) within twenty-four hours of any contractor personnel added or removed from the contract that have been granted classified access, issued a Common Access Card (CAC) and/or MARCORSYSCOM Building badge/access.

4.9 Common Access Card (CAC) Requirement

The COR will identify and approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC, must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.) Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked.

Facility Security Officers (FSOs) are responsible for notifying the MARCORSYSCOM AC/S G-2 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also notify the MARCORSYSCOM AC/S G-2 of any adverse or derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors are prohibited from "auto-forwarding" their mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not kept active, G-6 will deactivate the account and CAC will lose its functionality. "Contractor employees shall solely use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

CACs will only be issued to those contractors supporting this contract that have been authorized by the COR. The COR will only authorize CACs for those contractors that meet current Homeland Security Presidential Directive – 12 (HSPD-12) criteria and have a definitive requirement.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MARCORSYSCOM contracts. CACs are not issued for convenience.

4.10 MCSC Access Control Policy

All contractor personnel shall be in compliance with the Marine Corp Base Quantico Access Control policy, (Attachment (1) – Access Control Requirements). Personnel shall be cleared and authorized for access aboard the installation and into MCSC facilities by the installation Provost Marshall's Office (PMO). Any of the following identified by PMO shall result in an unfavorable outcome: on a national terrorist watch list; in the United States illegally; subject to a current debarment order from any military installation; a prisoner on work release or parole; a registered sex offender; convicted of a felony within the previous two years; or determined by the Installation Commander to be a detriment to the safety, security, or good order and discipline of the installation.

The vendor shall return a completed Vendor Screening Form, Attachment (2), in order to identify all contractor personnel who will be accessing Marine Corps Base Quantico, MCSC facilities, and/or handling government assets. This form shall include required personal identification information for each respective contractor personnel and shall be either: hand delivered to the MCSC Security Office, faxed to 703-432-3481 (attn.: Physical Security), or sent in a password protected document to mcsc_physicalsecurity@usmc mil. If the vendor screening form shall be sent via email, the password shall be provided and sent in a separate email. The completed form shall be provided to the MCSC Security Office for vetting no less than two (2) weeks prior to work being conducted in our government facilities. The security office will respond with any favorable or unfavorable screening outcomes as they are received from the installation PMO. Any personnel who receive an unfavorable outcome will not be authorized to perform work on this contract. Personnel identified as replacements shall also be vetted.

4.11 Mandatory Training

All on-site contractors shall be required to complete all courses in the Marine Corps System Command (MCSC) Annual Block training in accordance with the posted training schedule.

All off-site contractors will be required to complete, at a minimum, the following listed training in accordance with the posted training schedule:

- FY Level One Antiterrorism or USMC Annual Security Refresher
- DoD Cyber Awareness Training
- Privacy and Personally Identifiable Information (PII) Awareness
- Operations Security: UNCLE SAM'S OPSEC

Within fifteen calendar days of start of work, if not already completed for the training period, the contractor personnel assigned to this task order shall complete the USMC mandatory training. The contractor employees who are replaced or added to the task order after beginning of the task order performance shall complete USMC mandatory training no later fifteen calendar days after beginning work under this task order. The time to complete USMC mandatory training is considered allowable productive time and may be billed to the task order. If the USMC mandatory training is not available at the time of the task order award, or when a new employee begins work on the task order, the employee shall complete the training within fifteen calendar days after it becomes available. The COR is responsible for indicating to the contractor where the training may be accessed.

4.12 Replacement/Additional Employees

In the event replacement and/or additional employees are required, the contractor shall fill any such vacancies with qualified personnel, in accordance with the task order minimum qualifications, including CAC paperwork submission, within thirty (30) calendar days.

4.13 Other Direct Costs (ODC)

ODCs anticipated include, but are not limited to, the maintaining Government equipment, purchase of software and licenses, test range fees, fabrication costs, freight, equipment rental and purchase and equipment transportation. Other ODC cost and related items necessary for the direct performance of this contract will be approved by the ACOR on a case by case basis.

If in the execution of this contract it becomes necessary for the contractor to procure any of the above items, these shall be approved in accordance with the thresholds established in the basic contract. The ACOR shall approve in writing prior to execution and the ODCs shall be bought and invoiced to the Government by the contractor under this contract and in accordance with FAR clause 52.244-2. ODCs are contractor-acquired property, a type of Government Property for which the Government reimburses the contractor, and to which the Government takes ownership during or after contract completion.

4.14 Travel

Contractor employees may be required to travel to various locations within the Continental United States (CONUS) and Outside Continental United States (OCONUS).

No travel may occur without approval from the Contracting Officer or COR. The contractor is required to submit a travel estimate to include at a minimum: number of travelers; dates/duration of trip; departure and arrival locations per traveler; airfare per traveler; baggage fees (if required); parking fees (if required); hotel duration and cost per traveler; rental car duration and cost; expected tolls; and Meals and Incidentals expense (M&IE) (please remember the reimbursement for the first and last day of travel is only 75% of allowed M&IE). The COR will approve ALL travel prior to occurring.

4.14.1 Travel Policy.

The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract will be governed by: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for

travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

Travel and subsistence are authorized for travel beyond a fifty-mile radius of the contractor's office whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence will be charged for work performed within a fifty-mile radius of the contractor's office. The contractor will not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

- (a) For travel costs other than described above, the contractor will be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of the contract and is authorized by the COR in writing.
- (b) When transportation by privately owned conveyance is authorized, the contractor will be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance will be indicated in the basic contract. Distances traveled between points will be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.
- (c) The contractor agrees, in the performance of necessary, authorized travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.
- (d) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

4.14.2 Car Rental.

The contractor will be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

4.14.3 Per Diem.

The contractor will not be paid for per diem for contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem will not be paid on services performed within a fifty-mile radius of the contractor's home office or the contractor's local office. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem is not authorized for travel from a telework site to the metropolitan area in which the tasks are being performed, and will not be reimbursed, without prior approval, unless the travel exceeds 90 miles from the telework site. Per Diem will be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate will be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem will be limited to actual payments for per diem defined herein that are made by the contractor. The contractor shall provide supporting documentation for per diem expenses as evidence of actual payment.

4.14.4 Travel Locations.

The following list of anticipated travel destinations is not all inclusive and may vary between Government facilities and Contractor facilities:

CONUS

- Aberdeen, MD
- Albany, GA
- Barstow, CA
- Belcamp, MD
- Camp Lejeune, NC
- Camp Pendleton, CA
- Carson City, NV
- Charleston, SC
- Crane, IN
- Jacksonville, FL
- Oshkosh, WI
- Red River, TX
- Rock Island, IL
- Sterling Heights, MI
- Yuma, AZ

OCONUS

- Kaneohe Bay, HI
- Okinawa, Japan
- Marine Corps Pre-positioning Program – Norway (MCPN)
- MRAP Augmentation Program Kuwait (MAP K)

4.14.5 Trip Reports

The contractor shall deliver one trip report for each travel event. The report shall include a brief purpose description, contractor attendees, organizations and individuals visited, dates of visit, items discussed and background information, and identification of PM MHTV or and PEO LS action items and comments.

(CDRL A005)

4.15 Place of Performance

Primary places of performance for this contract will be contractor facilities in the Quantico, VA area. Access to the Marine Corps Base Quantico and Marine Corps Base Camp Lejeune, NC will be required on a regular and continuing basis. Contractor facilities should be located within fifteen miles of the PMO MHTV and PEO LS offices on the Marine Corps Base Quantico. For the Marine Corps Base Camp Lejeune, teleworking in the Jacksonville, NC vicinity is authorized for support in the Marine Corps Base Camp Lejeune, NC. The contractor teleworking location shall be within fifteen miles of the Marine Corps Base Camp Lejeune in Jacksonville, NC.

The Government locations are:

Marine Corps Systems Command
Building 2207 MCB
2200 Lester Street
Quantico, VA 22134

Marine Corps Base Camp Lejeune
Building 818, Holcomb Blvd
Jacksonville, NC 28544

4.16 Hours of Operations

Unless additional hours during the workday are coordinated in advance and approved in writing by the COR, the contractor is responsible for conducting business, no more than 8 work hours per day, 40 hours per work week, five

days a week with core working hours from 0900 - 1500, local time, Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Also, in accordance with Marine Corps Installations National Capital Region – Marine Corps Base Quantico Order (MCINCR-MCBO) 5530.2, the available working hours for on-site contractors are between 0700 and 1700 Monday through Friday, with the exception of Federal Holidays. The contractor must at all times maintain an adequate workforce for the performance of all tasks defined within this PWS when the Government facility is not closed. Upon mutual agreement of the COR and the contractor, contractor personnel may shift work hours from the Monday to Friday schedule to weekends to support testing. Any such shift will be hour for hour, meaning that any hour worked on the weekend would be offset by a corresponding reduction during the Monday through Friday period. There is no change to the labor rates for work performed during weekend periods.

4.17 Enterprise Contractor Manpower Reporting Application

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the United States Marine Corps via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>.